

QUESTIONS AND ANSWERS 1 – 39
(New questions and answers are highlighted in blue)

Solicitation DOC52PAPT0601021
USPTO Desktop Microcomputer Equipment and Peripherals

Q.1 The FedBizOpps pre-solicitation announcement indicated base year plus nine option years, but the USPTO procurement website indicates base year plus four option years. ...which is correct?

A.1 The requirement is for one (1) base year plus nine (9) option years. The USPTO website has been corrected.

Q.2 I would like to inquire about the PTO's solicitation for Desktop Computers and Peripherals. Are you seeking to acquire the equipments through multiple small business sources?

A.2 No. The USPTO seeks to award a single contract to a small business vendor.

Q. 3 I noticed that the PTO has a lot of Dell equipment presently. Are you looking to replace those with updated versions or seeking a different option in terms of manufacturer?

A.3 USPTO's equipment requirements will be stated in the solicitation.

Q.4 Can you provide more information on the above solicitation? Please place us on the potential bidders list. We will continue to look for the complete solicitation information on the USPTO website.

A.4 No bidders list is maintained for this requirement. Potential Offerors are responsible for accessing the USPTO website at <http://www.uspto.gov/web/offices/ac/comp/proc/desktop/desktopom.htm> > for the solicitation, solicitation amendments and all questions and answers related to this procurement. Potential Offerors are responsible for accessing the website for all information and information updates. Interested parties must respond to the solicitation in order to be considered for award of any resulting contract.

Q.5 Could I call you to set up a quick meeting in person to get a better idea of your requirements?

A.5 The USPTO is not meeting with vendors at this time. All acquisition requirements will be stated in the solicitation once it is posted on the USPTO's website.

Q.6. We are interesting in participating in this solicitation. Please, provide us the necessary information to proceed.

A.6 See A.4 and A.5.

Q.7 We would like to get a copy of this solicitation, to get further details that we can transmit to our suppliers, for pricing and delivery details that we can include in our proposal. Please send a copy of this solicitation to any of the contact points listed at the end of this note or at the header of this email.

A.7 There is no written solicitation document available. The solicitation document and all other information relating to the acquisition will be made available at the USPTO website. See response A.4 and A.5.

Q.8 The above presolicitation notice indicates both hardware and software, specifying contract management software. While we are a provider of contract management software, I want to make sure that we are interpreting the opportunity correctly. Can you tell us at this point whether there are two separate components to the requirements - the provisioning of hardware and then separately the provisioning of a contract management software package?

A.8 The USPTO is seeking a vendor to provide the required hardware and responsive contract management capabilities, not specific contract management software. Details of the requirement will be provided in the solicitation.

Q.9 Would the government prefer to have the option to Lease, or Lease to Own, any of the foreseen equipment and/or software needed along with outright purchase options for the Solicitation No. 52-PAPT-06-01021?

A.9 The USPTO does not prefer to lease or lease-to-own for this requirement.

Q.10 I had a Blanket Purchase order from USPTO...a few years back. Will that still be ok to use on this opportunity?

A.10 No, this is a separate procurement and information must be submitted as required by the solicitation.

Q.11 Are you able to tell me if the above will be an on-going requirement and if so when procurement activity might begin?

A.11 As stated in the synopsis, the requirement will be for one (1) base year and nine (9) 1-year option periods. Procurement activity will begin once the contract is awarded. An exact contract award date is not known.

Q.12 Will the NAICS code for this acquisition be changed?

A.12 As stated in the synopsis, the NAICS code for this procurement is 443120 – Computer and Software Stores. A dollar value size standard is not applicable to Government procurement of supplies. Therefore, the non-manufacturer size standard of 500 employees shall be used for purposes of Government procurement of supplies and shall be applicable to this procurement.

Q.13 In reference to the unit pricing are we going to provide you with a pricing on the minimum quantity or maximum quantity or both?

A.13 Neither. Please provide only the unit price in the “Unit Price \$” column in Attachment C. The minimum and maximum quantity columns in Attachment C are “grayed out” and should not be filled in by Offerors.

Q.14 Line Items 5,6,7,9,10,11,12,13, 13b,13c and 13d all have 0 quantities listed is this quantity correct? If this is not the correct amount then please provide the correct amount for each line item.

A.14 CLINs 5, 6, 7, 9, 10, 11, 12, and 13 all have a minimum quantity of “0.” Minimum quantities (“0”) for SubCLINs 13b, 13c, and 13d are included under the main CLIN 13. Although the minimum quantity for these CLINs is “0” please provide the unit price for the CLINs in Attachment C.

Q.15 Solicitation Question C.2.2 (Contract Management)

a. The Contractor shall manage the full range of contract management to include integration, delivery, warranty, and other lifecycle services necessary to fulfill the requirements specified herein.

Please provide clarity on the range and definition of Contract Management.

A.15 This is the key functional management area of this contract. The Offeror is expected to provide the full list of activities that they propose to provide to the Government pursuant to Section C.2.2 and Section L.4.2, paragraph a.

Q.16 How will payments be made (monthly, quarterly, etc.)?

A.16 USPTO will pay invoices within 30 days of receipt of a proper invoice.

Q.17 What format should the invoice be in prior to submittal?

A.17 Please see Section G.3 Invoicing and Payment Instructions.

Q.18 Are Offerors required to provide the products of a small business manufacturer or producer in accordance with FAR 19.102(f)?

A.19 Although this is a small business set-aside, the USPTO has obtained a Waiver of the Non-manufacturer Rule from the Small Business Administration (SBA) for this procurement as it was determined that there are no small business manufacturers capable of providing the entire line of products required under this acquisition. Offerors may therefore propose products from other than a small business manufacturer or producer.

Q.20 Reference section C.1.2, Introduction - Are products offered required to be TAA compliant?

A.20 Per FAR 25.401 does not apply to acquisitions set aside for small businesses.

Q.21 Reference section C.2.2, Contract Management, sub-section a - Can the Government specify the other lifecycle activities that they expect the offeror to provide?

A.21 See response to Q.15.

Q.22 Reference section C.2.6.1, Warranty, sub-section e - Is it the Government's expectation that the Offeror provide and staff a Help Desk capability or would the Offeror augment an existing PTO Help Desk activity?

A.22 No, the Offeror will not provide a Help Desk or augment the USPTO Help Desk. These services are provided by a separate maintenance service contract. The Government's expectation is that the Offeror will provide a central contact point that can provide support to the USPTO maintenance service contractor for all equipment on the contract. This contact point should be able to provide an interface with the appropriate OEM if needed.

Q.23 Reference section C.2.7, Technology Infusion And Enhancements To Replace Obsolete Or Out-Of-Production Items sub-section c - Would the OCD be performed within the Washington, DC metropolitan area?

A.23 Any OCD conducted under C.2.7 will be performed at the USPTO campus in Alexandria, VA.

Q.24 Reference section E.2.3, Rejection - In the event that the Offeror delivers the equipment to the USPTO warehouse and the equipment is in good operating condition upon receipt [sic] but during shipment from the warehouse to a USPTO site the equipment becomes damaged who bears the cost of repair/replacement?

A.24 Once the equipment is delivered and accepted at the USPTO warehouse, it becomes the property of the USPTO and will be covered by the USPTO's maintenance contractor if it is damaged during the deployment. However, if the item is deployed in a known working condition and then fails, it will be covered by the OEM warranty provided by the contractor in coordination with the USPTO's maintenance service contractor.

Q.25 Reference section H. 6, Purchase Card Orders - If the Offeror's Web Site is configured to accommodate purchases using a Government purchasing card, will the Government consider this approach to purchase card orders?

A.25 Yes.

Q.26 Is an Offeror permitted to propose a PM who will also function as the technical lead?

A.26 Yes.

Q.27 Reference section H.11, Key Personnel - Does the Government consider the Offeror's Program Manager as key to this contract?

A.27 See response to Q. 26.

Q.28 Reference section K.2, Policy sub-section a - Question: Based on the fact that the requirements of the solicitation requires the Offeror to submit their representations and certifications as part of the response, if an Offeror has not completed the electronic annual representations and certifications at <http://orca.bpn.gov> <<http://orca.bpn.gov/>> , will they be precluded from bidding?

A.28 Yes. FAR 4.1201 states that all prospective contractors shall complete electronic annual representations and certifications.

Q.29 Reference section L.3, Proposal Preparation Instructions - Will the Government permit the submission of a subcontractor's past performance for work that is similar in size and scope?

A.29 Yes.

Q.30 Attachment B, Salient Characteristics - will the Government accept proposed equipment with characteristics that represent the current technology and do exceed the stated ones in the attachment?

A.30 Yes.

Q.31 Attachment C, Price List - Do you want the price list submitted in our proposal to state the described CLIN or the actual product submitted? For example, If we bid XYZ for CLIN 001A, do we state XYX or Micron Client Pro?

A.31 The CLIN should accurately indicate what is being proposed. Any changes to the original CLIN should indicate a change has been made. For example: CLIN 001A – Offered XYX.

Q.32. Standard Form 33 (SF33): The SF33, item 9 indicates the proposal should be submitted in original and 2 copies. Section L.3 paragraph d is requesting one (1) original and three (3) copies. Does Section L.3 take precedence?

A.32 L.3 is correct: 1 original and 3 copies.

Q.33 The SF33, item 9 indicates that the offer should be submitted to the address in Section L.5 – should this reference the submittal address is [sic] in Section L.3?

A.33 Yes, the submittal address for proposals is the address indicated in L.3 – Proposal Preparation Instructions. The email address indicated in L.5 is for questions and responses only.

Q.34 Can you clarify whether the description of the Contractor's website should be included as a separate section as Section L.3 paragraph a item (4) would seem to indicate, or as specified in Section L.4.2 paragraph a item 5 (part of the Management response)?

A.34 The description of the Contractor's website should be included as part of the Management proposal as per L.4.2 paragraph a.5.

Q.35 Regarding Product information: Section L.4.1 paragraph a item 4 seems to indicate detailed product information should be included as part of the Offer section. However, Section L.4.3 would seem to indicate product information should be provided

in a separate section – between Management and Past Performance. Please advise of your preference.

A.35 Offerors should provide product information indicated as item 4 in Section L.4.1 and L.4.3 as a separate section labeled “Product Information.” This separate section may be placed between the Management and Past Performance sections of an Offeror’s proposal.

Q.36 Section L.4.1 paragraph a item 4 and in Section L.4.3 indicate that OEM documents and brochures and/or valid OEM websites are acceptable, provided they give detailed product specifications. Can we interpret this to mean we can provide a listing of the items proposed and show the associated OEM website URL listed in columns for example, on a sheet – instead of providing a full copy of each item’s specification sheets with our proposal? Does the USPTO have a preference on the product information format -link/PDF/hard copy, or some combination?

A.36 Offerors may propose OEM web links, however, if the information is not available or has changed, Offerors run the risk of not meeting the RFP requirements. There is no preference for format as long as the information is provided as required.

Q.37 Additionally, both of those sections indicate the USPTO would like the product information for items included in Attachment B (Salient Characteristics). However, only about 14 of the products to be proposed are included in Attachment B. So to clarify, do you want specification sheets only for those specific items – or for all items being proposed? Should we include product information for all items listed in our completed Attachment C – Pricing List, so the USPTO would have detailed product information for all items being proposed?

A.37 Offerors should include product information for all items on Attachment B entitled “Salient Characteristics of Select Items for Evaluation Purposes” – only.

Q.38 For the document format – you indicate Microsoft Office 2000 or newer. Just to confirm, does the USPTO have the ability to read Microsoft Office 2007 (Word 2007/Excel 2007) files?

A.38 Yes.

Q.39 Regarding proposal preparation: In Section L.3 paragraph c – it indicates except for items 1 through 4 of Section L.4.1, that the proposal can be submitted on paper or CD/DVD. For items 1 through 4 – can those be submitted in PDF on CD/DVD, or do you prefer hard copy? If PDF is acceptable, can digital signatures be used for the SF33?

A.39 The solicitation will be amended to clarify that items 1-5 listed at Section L.4.1 must be submitted via paper/hard copy, one (1) original and three (3) additional copies. In addition, Offerors shall provide one (1) CD/DVD copy of the original hard copy. PDF is acceptable. The SF 33 must be signed and submitted in an original, hard-copy format.
